



VARIANCES TO STANDARDS APPLICATION

March 3, 2014

Purpose: ARM 10.55.604.1. A local board of trustees may apply to the Board of Public Education through the Superintendent of Public Instruction to implement a variance to a standard or a section of standards, excluding standards stating statutory criteria, standards pertaining to educator licensure or endorsement, and content standards as defined by the Board of Public Education and provided in guidance from the Superintendent of Public Instruction.

DUE DATES

- First semester implementation; March 3, 2014
- Second semester implementation; July 7, 2014

COUNTY: Yellowstone County

DISTRICT: Laurel Public Schools

LIST THE SCHOOL OR MULTIPLE SCHOOLS THAT ARE REQUESTING THE VARIANCE(S): Laurel High School

1. Is this an initial application (2 years) or a Renewal application (3 years)?

This is a renewal application.

2. Is this for first semester implementation or second semester implementation?

This variance will be implemented in the fall semester of the 2014-2015 school year; therefore, the application is for 1st semester.

3. Standard(s) for which a variance is requested, i.e., 10.55.709. If there is a program delivery standard, be sure to list it as well. For example, 10.55.1801.

The variance is being requested for 10.55.709 Library Media Services, K-12.

(1) The library shall be housed in a central location, and each school shall have a full-time or part-time licensed school library media specialist with a K-12 library media endorsement at the following ratio:

(c) 1.5 FTE for schools with 501-1000 students

At Laurel High School, we serve 663 students, and we currently have one full time librarian.

4. Please attach evidence through official minutes of the board of trustees that local school community stakeholders were involved in the consideration and development of the proposed variance to standards. Stakeholder groups include trustees, administrators, teachers, classified school staff, parents, community members, and students as applicable.





Minutes from the January 27th, 2014 Board Work Session are attached.

5. Please provide evidence that the board of trustees adopted its application for variance at an official, properly noticed meeting of its board of trustees.

Minutes from the February 10th, 2014 regular Board Meeting are attached.

6. Describe the variance requested.

We serve 663 students at Laurel High School, and we currently have one full time librarian. Accreditation Standard 10.55.709 requires an additional half time librarian. We have implemented a variance since the fall of 2012, which we believe allows us to provide exceptional library services through the use of a half time technology integration specialist with duties divided between two highly-qualified teachers, and three student -aides in the library. The English Department consisting of six highly-qualified teachers collaborate with the libraian in teaching various reseach skills.

7. Provide a brief statement of the mission and goals of this proposed variance.

Laurel Public Schools Mission Statement: The Laurel School District is dedicated to the individual development of each student every day, without exception.

Laurel Public Schools Goal Statements:

1. Quality/Dynamic Instruction
2. Knowledge-Based/Data-Driven Decisions.
3. Accountability/Effective Leadership
4. Community/District Relations
5. Engaging, Safe, Tolerant Learning Environment

The intended educational outcome for all students is to become engaged lifelong learners through literacy and technology. The integration and collaboration of Technology based standards with the Information Literacy/Library Media standards will incorporate 21st century learning by using innovative and diverse resources in promoting student inquiry and critical thinking skills. In order for students to become independent, responsible and effective users of information, skills must be taught in context throughout all content areas. A framework designed to use both traditional research methods while incorporating digital tools and resources will serve as a catalyst in the adaptation of problem solving, evaluating, and synthesizing strategies for all students in all content areas. Students will also have the opportunity to learn and practice the rights and responsibilities of using various forms of technologies to protect individuals and the intellectual property of others.

8. List at least one specific measurable objective(s) that demonstrates that the proposed variance will meet or exceed the results under the current standard(s).

We currently identify curriculum standards within the core content in which alignment and collaboration with classroom instruction, technology integration, and library media instruction meet student goals and objectives. Objectives are measurable using formative and summative assessments centered on student inquiry and achievement.





Students are provided with opportunities to practice their skills within the content curriculum to write, explore, and use data as well as present solutions acquired from information literacy and technology competency experiences.

Goals and objectives are designed to directly or indirectly affect student achievement and measured with constructed performance rubrics using qualitative and/or quantitative data.

Student centered goals are: clearly stated, organized measurable objectives used as a pathway to create an end product or solution, implemented strategies to synthesize objectives, and evaluated to measure student progress and success.

9. What data or evidence will be gathered to document progress toward meeting the measurable objectives?

FORMATIVE:

- Book check outs will be tracked on a quarterly basis to determine if library usage for reading appreciation has increased.
- The Library Media Specialist collects data from daily sign-in sheets to evaluate student usage of computers and reference materials before school, during lunch, and after school.
- The Library Media Specialist collects data from Follett-Titlewise Analysis to determine the availability and currency of the reading collection in relation to student circulation and curriculum alignment.
- The Library Media Specialist collaborates with the 9th and 10th grade Language Arts teachers to orient and review student's effective use of the library for research and book selection.
- ILT instructors will collaborate with content teachers at all grade levels to provide instruction and access to technology for producing research based projects using processes and skills such as; Microsoft Office products, social networking, and on-line database research. Skills are assessed by the assigning teacher (all teachers have completed district technology competencies to provide assessments).
- The library webpage is updated by the librarian to accurately reflect current services offered and promote library usage among students and teachers for both educational assistance and reading appreciation. Statistics are collected to determine usage.

SUMMATIVE:

- Bi-annual district meetings with middle and high school library media specialists and technology staff, facilitated by the district curriculum director. Meetings will include presentations of reports which will provide: highlights and event accomplishments, library and technology statistics (circulation, student usage, and computer usage), teacher collaboration schedules, and technology and information literacy goals for the following year.
- An annual review of the state mandated test results for reading will be used as an evaluative measure for reading proficiency.





- The MAP assessment will continue to be used to progress monitor individual student growth and will show a reduction in students scoring below the fortieth percentile and thus reduce the number of students enrolled in reading intervention classes.

10. In what way does this variance to standard meet the specific needs of the students in your school(s)?

This variance meets the needs of our students, because it allows them continued access to technology and additional guided support from the technology integration specialists and English Department. This enables students to be well prepared to access and use technology in a safe and responsible manner. With the implementation of the ELA component of the Common Core standards, we are better able to meet the emphasis on research skills and support research writing across the curriculum.

11. Variance to Standard: Outline how and why the proposed variance would be:

a. Workable. (Sufficient district resources are available for the success of the variance.)

There are sufficient district resources available to continue to implement this variance; we currently employ one full time librarian, a half time technology integration specialist with duties divided between two highly-qualified teachers, and three student -aides in the library. We will simply continue staffing the library in this manner.

The library is open 7:30-5:30 non-stop throughout the school day staffed the majority of the time by the librarian but with occasional time periods by a trained library aide and a teacher.

b. Educationally sound. (Applicant has relied on sound research as a rationale for the variance.)

As shown through the data and evidence section of the renewal application, the variance has worked well in supporting student learning outcomes in our school.

c. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.1901.

We are better able to deliver a Library/Media Program in accordance with 10.55.1801 through implementation of this variance. The library has truly become a flexibly scheduled, multi-purpose media center for students and staff. With collaboration with the LHS English Department we consistently teach students how to access reliable information and utilize proper citations in an ethically responsible manner. Our librarian makes a concerted effort to keep our library balanced, current, and culturally representative. The library is a valuable resource for teachers in implementing Indian Education for All.

This year, we improved upon the use of student helpers in the library by scheduling them in semester long blocks as teacher's assistants. The library currently utilizes three scheduled teacher's assistants each day. In our previous variance, we made it a priority to streamline library reservations



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The library webpage continues to reflect available services and new book selections that are added to the library collection on an ongoing basis. The collection has been greatly expanded and improved this year.

12. Designed to meet the content standards for this area of the curriculum (only applies to those standards which also have related curriculum content standards).

Although our request for a variance is not specifically related to curriculum content standards, our team did consider how our variance would impact our ability to deliver the content standards.

RENEWAL APPLICATION ONLY: Please attach a summary of the data gathered to demonstrate that the variance cycle ending June 30, met or exceeded the standard. State the measurable objective for the initial or previous application.

Mail your signed form to:

**Accreditation and Educator Preparation Division
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501**

Board Chair Name: Ken Kallem

Board Chair Signature: Ken Kallem

Date: 2/14/2014

Superintendent Name: Tim Brown

Superintendent Signature: Tim Brown

Date 2-14-14





Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

OPI USE ONLY

Superintendent of Public Instruction: _____

Date _____

Approve Disapprove

Board of Public Education Chair _____

Date 5/9/14

Approve Disapprove



HS Library use statistics 2013-2014

day	periods used	teachers/ classes in	day	periods used	teachers/ classes in
<u>August/September</u>					
Wed 28	6	1	Wed 30	7	3
Thurs 29	7	2	Thurs 31	7	7
Fri 30	5	2	Total:	134	109
Tues 3	7	2	<u>November</u>		
Wed 4	5	2	Fri 1	5	8
Thurs 5	5	7	Mon 4	7	5
Fri 6	6	5	Tues 5	6	8
Mon 9	5	3	Wed 6	5	6
Tues 10	5	1	Thurs 7	5	7
Wed 11	5	2	Fri 8	6	8
Thurs 12	6	5	Mon 11	6	8
Fri 13	6	5	Tues 12	6	6
Mon 16	6	1	Wed 13	6	1
Tues 17	5	1	Thurs 14	6	3
Wed 18	6	5	Fri 15	6	7
Thurs 19	6	4	Mon 18	8	2
Fri 20	6	4	Tues 19	8	7
Mon 23	6	9	Wed 20	4	5
Tues 24	7	4	Thurs 21	7	5
Wed 25	7	3	Fri 22	6	8
Thurs 26	4	3	Mon 25	6	5
Fri 27	6	1	Tues 26	6	5
Mon 30	5	3	Total:	109	104
Total:	132	75	<u>December</u>		
<u>October</u>			Mon 2	6	7
Tues 1	6	4	Tues 3	5	8
Wed 2	7	6	Wed 4	6	8
Thurs 3	7	5	Thurs 5	6	4
Fri 4	7	7	Fri 6	7	7
Mon 7	5	5	Mon 9	6	7
Tues 8	6	3	Tues 10	7	6
Wed 9	6	3	Wed 11	6	1PLAN
Thurs 10	6	5	Thurs 12	7	10
Fri 11	6	8	Fri 13	6	9
Mon 14	7	5	Mon 16	6	4
Tues 15	7	7	Tues 17	7	7
Wed 16	7	PSAT	Wed 18	6	6
Mon 21	7	8	Thurs 19	5	4
Tues 22	6	6	Fri 20	6	2
Wed 23	7	5	Total:	92	90
Thurs 24	6	4			
Fri 25	5	7			
Mon 28	5	7			
Tues 29	7	4			



day

periods
used

teachers/
classes in

day

periods
used

teachers/
classes in

January

Thurs 2	6	10
Fri 3	7	6
Mon 6	7	5
Tues 7	6	8
Wed 8	7	6
Thurs 9	7	7
Fri 10	6	4
Mon 13		
Tues 14		
Wed 15		
Thurs 16		
Fri 17		
Mon 20		
Tues 21		
Wed 22		
Thurs 23		
Fri 24		
Mon 27		
Tues 28		
Wed 29		
Thurs 30		
Fri 31		

February

Mon 3
Tues 4
Wed 5
Thurs 6
Fri 7
Mon 10
Tues 11
Wed 12
Thurs 13
Fri 14
Mon 17
Tues 18
Wed 19
Thurs 20
Fri 21
Tues 25
Wed 26
Thurs 27
Fri 28

March

Mon 3
Tues 4
Wed 5
Thurs 6
Fri 7
Mon 10
Tues 11
Wed 12
Thurs 13
Fri 14
Mon 17
Tues 18
Wed 19
Thurs 20
Fri 21
Mon 24
Tues 25
Wed 26
Thurs 27
Fri 28
Mon 31

April

Tues 1
Wed 2
Thurs 3
Fri 4
Mon 7
Tues 8
Wed 9
Thurs 10
Fri 11
Mon 14
Tues 15
Wed 16
Thurs 17
Tues 22
Wed 23
Thurs 24
Fri 25
Mon 28
Tues 29
Wed 30



2012-13 Library Class Useage

Date	No. of Periods
September	
7	3
9	3
14	3
15	4
16	7
19	2
20	4
21	3
22	2
23	4
26	2
27	4
30	2
Month Total	43

Date	No. of Periods
October	
3	2
4	4
5	1
6	3
7	2
10	8
11	5
12	1
13	3
14	3
17	2
18	2
19	2
24	6
25	6
26	4
27	5
28	7
31	8
Month Total	74

Date	No. of Periods
November	
1	7
2	7
3	7
4	7
7	5
8	5
9	3
10	6
11	3
14	6
15	4
16	5
17	3
18	5
21	4
22	5
28	4
29	5
30	4
Month Total	95

Date	No. of Periods
December	
2	4
5	3
6	6
7	6
8	7
9	6
12	2
13	6
14	6
15	8
16	6
19	3
20	3
21	3
Month Total	69

Date	No. of Periods
January	
3	4
4	5
5	5
6	3
9	4
10	3
11	3
12	3
16	1
19	2
20	2
23	5
24	5
25	4
26	3
30	5
31	2
Month Total	59

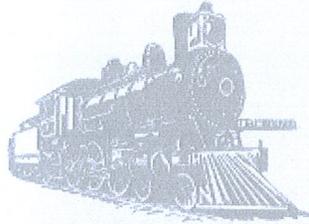
Date	No. of Periods
February	
1	3
2	6
3	4
6	6
7	5
8	2
9	5
10	5
13	2
14	3
15	6
16	2
17	6
21	5
22	6
23	6
24	4
27	2
28	4
29	1
Month Total	83

2012-13 Library Class Useage

Date	No. of Periods
March	
1	6
2	6
8	3
9	7
12	7
13	3
14	5
15	5
20	4
21	3
22	4
23	1
26	3
27	3
28	2
29	6
30	8
Month Total	76

2011-12 Student Usage

August	Student#	October	Student#	November	Student#	December	Student#
26	9	3	23	1	67	1	26
29	15	4	16	2	60	2	46
31	7	5	28	3	68	5	78
Total	31	6	23	4	35	6	75
		7	6	7	48	7	34
Sept	Student#	10	67	8	58	8	53
1	14	11	35	9	45	9	39
2	40	12	30	10	60	12	40
6	44	13	29	11	69	13	36
7	51	14	43	14	62	14	33
8	25	17	35	15	62	15	65
9	29	18	59	16	32	16	85
13	43	19	59	17	38	19	60
14	46	24	50	18	54	20	47
15	38	25	54	21	53	21	45
16	33	16	45	22	68	Total	762
19	50	27	20	28	50		
20	36	28	52	29	75		
21	21	31	74	30	65		
22	26	Total	748	Total	1069		
23	32						
26	47						
27	42						
28	48						
29	24						
30	23						
31	9						
Total	721						



LAUREL PUBLIC SCHOOLS
DISTRICT No. 7 & 7-70
BOARD OF TRUSTEES

Work Session Minutes

Meeting Minutes

Administration Building
410 Colorado Ave
Laurel MT

Monday, January 27, 2014 6:00 PM

1. Call to Order

A work session of the Board of Trustees was called to order by Chairman Ken Kallemat 6:02 pm.
Trustees in attendance: Doug LeBrun, Emilee Atkinson, Dale Ahrens and Kathy Herr.
Administrators in attendance include Supt. Tim Bronk and Business Manager Donnie McVee.

2. Opt-In vs Opt-Out Practice

The Policy Committee is looking for direction from the board as a whole as to how to deal with the issue of an opt-in vs. opt-out policy for curriculum topics of a sensitive nature. Following the last committee meeting the administrative staff developed a proposed procedure to Policy #2335 Instruction - Health Enhancement that would improve communication with parents rather than establish an opt-in procedure. After hearing comments and concerns from school nursing staff, parents, teachers, administrators and the general public, mostly supporting the current practice of opt-out, it was decided that the proposed procedure provides increased communication and sufficient notification to parents to make informed choices regarding sex ed instruction. The procedure will be placed in student handbooks that are approved by the board each fall.

Chairman Kallem called for a break at 7:21 pm. The meeting resumed at 7:26 pm.

3. Public Survey Questions

A draft of the public survey that will be issued to all district residents was reviewed. The survey consists of 5 areas including Academic Excellence, Bullying, Facilities, Safety and Technology. The format is open ended questions. The surveys will be disseminated via student report cards, the district website and the community ed newsletter. The deadline for responding is February 7. A couple of suggested changes included: adding a cover letter, providing a space for additional comments, asking for volunteers to serve on committees, an option for signing the survey and methods of returning the completed survey. The survey is to be sent out this week.

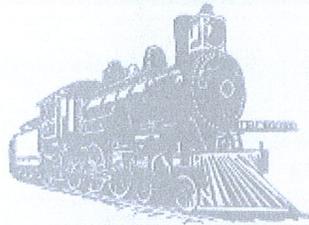
4. MS & HS Variance to Standard 10.55.709 Library Media Services

The renewal applications for both Middle School and High School Variances to Standard 10.55.709 Library Media Services were presented for informational purposes. Formal board action will be taken on the applications at the February 10 regular board meeting. The variance does not mean we are not meeting the standard requiring 1.5 librarians in each library only addressing the issue in a different way. The current process has been used for the past 2 years and is working well and the renewal will extend the variance for an additional 3 years. No concerns were noted and the issue will move on for formal adoption.

5. Adjourn

Chairman Kallem adjourned the meeting at 7:46 pm.

Chairman District Clerk



LAUREL PUBLIC SCHOOLS
DISTRICT No. 7 & 7-70
BOARD OF TRUSTEES

Regular Board Meeting

Administration Building
410 Colorado Ave
Laurel MT

Monday, February 10, 2014 6:00 PM

1. Call to Order

1. Pledge to Flag
2. Welcome

2. Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is specifically listed/identified on the agenda, you will be allowed to do so when the item comes up for discussion and action. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the "public comment" portion of the meeting, If you haven't already done so, please sign your name to the sheet located at the back of the room and Indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member or member of the general public during his/her designated time to speak. In addition, the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, The Board Chairman may place reasonable time limits on comments in order to maintain and ensure effective and efficient operation of the Board.

By law, the District cannot take any action on any matter discussed during the "public comment" portion of the meeting until such time as the matter is specifically noticed on the agenda and the public has been allowed the opportunity to comment.

3. Discussion

4. Items for Information

a. Correspondence

[Correspondence re Proposed Subdivision.pdf](#)
[Correspondence - New MQEC Executive Director.pdf](#)
[ExxonMobil Educational Alliance Grant.pdf](#)

b. Committee Reports

[Committee_notes_Administrative_dec2013.pdf](#)
[committee_notes_technology010914.pdf](#)

[Committee_notes_Administrative_jan2014.pdf](#)
[Committee_notes_insurance_jan142014.pdf](#)
[committee_notes_policy_review_Jan162014.pdf](#)
[Committee_notes_facilities_jan222014.pdf](#)

c. Department Reports

[Dept Report - Activities feb2014.pdf](#)
[Dept Report - Community Ed.pdf](#)
[Dept Report - Nurse jan2014 Crane.pdf](#)
[Dept Report - Nurse jan2014 Ready.pdf](#)
[Dept Report - Tech Elementary.pdf](#)
[Dept Report - Tech LMS.pdf](#)
[Dept Report - Tech HS feb2014](#)
[Dept Report - Tech Pine Cove](#)

d. Principal's Report

[Principal Feb Report - West.pdf](#)
[Principal Feb Report - Graff.pdf](#)
[Principal Feb Report - LMS.pdf](#)
[Principal Feb Report - HS.pdf](#)
[Principal - HS Safety Committee .pdf](#)

e. Curriculum and Assessments Director's Report

Reading Mastery Presentation

[Curriculum Director Report feb2014.pdf](#)
[Curriculum 2.pdf](#)
[Curriculum 3.pdf](#)
[Curriculum 4.pdf](#)

f. Superintendent's Report

[Superintendent Report 02-10-14.pdf](#)
[Employee Resignations](#)

5. Items for Action

a. Selection of Insurance Consultant

[Recommendation - Insurance Consultant](#)

b. FCCLA Membership

FACS organization - Haley Kovanda

[Recommendation - FCCLA.pdf](#)

c. 2014-15 Yellowstone / West Carbon County Cooperative Agreement

[Recommendation - 2014-2015 YWCC SpEd Co-op Agreement.pdf](#)

d. Second Review of Proposed Policy Changes

i. Policy 7320 - Purchasing

[Recommendation_Policy 7320_2nd reading.pdf](#)
[7320-Purchasing.pdf](#)

ii. Policy 7500 - Property Records

[Recommendation_Policy 7500_2nd reading.pdf](#)
[7500-Property Records.pdf](#)

e. First Review of Proposed Policy Changes

i. Policy 5270 - Food Service Meals

[Recommendation_Policy 5270_1st reading.pdf](#)
[Policy 5270 - Food Service Meals.pdf](#)

ii. Policy 3121P - Enrollment & Attendance Records

[Recommendation_Policy 3121P_1st reading.pdf](#)
[3121P-Enrollment and Attendance Procedures.pdf](#)

iii. Policy 3123 - Attendance Policy

[Recommendation_Policy 3123_1st reading.pdf](#)
[3123-Attendance Policy Procedure-Truancy.pdf](#)

iv. Policy 3415, 3415P, 3415F - Management of Sports Related Concussions

[Recommendation_Policy 3415-3415P-3415F_1st reading.pdf](#)
[3415-Management of Sports Related Concussions.pdf](#)
[3415P-Management of Sports Related Concussions.pdf](#)
[3415F-StudentAthlete Parent Legal Custodian Concussion Statement.pdf](#)

f. MS & HS Variance to Standard 10.55.709 Library Media Services

[Library Variance Application-Middle School](#)
[Library Variance Application - High School](#)
[HS Library Data](#)

6. Consent Agenda

a. Minutes

[Board Meeting Minutes January 13, 2014](#)
[Work Session Minutes January 27, 2014](#)

b. Warrant Registers

[Claim Warrants 62618-62732](#)
[Jan Payroll Warrants 89818-89925 and Direct Deposits.pdf](#)

c. Personnel Hiring

As recommended by the Superintendent, subject to and conditioned upon the receipt of the results of a criminal background check, which must be satisfactory to the Board in all respects.

[Recommendation - Payroll Clerk Maggie Lowell.pdf](#)
[Recommendation LTS HS Math - Bob Ouren.pdf](#)
[Recommendation -FFA Advisor Rob Newton.pdf](#)
[Recommendation - Substitutes](#)

7. Adjourn

Board Chairman

District Clerk